

Consultative Examination (CE) Services

Instructions for Pickup Doctor's Transcription Reports

Pickup Doctor's Transcription Reports is part of the "CE Administrative Staff Upload" feature in which Doctors can delegate the gathering and preparing of a CE submission to any of their administrative staff. In cases where the transcriptionist uploads the report to the Electronic Records Express website, this particular link allows a Doctor's administrative staff to directly download the transcribed reports from the Doctor's website Inbox.

The **Pickup Doctor's Transcription Reports** link will only display once the CE administrative staff has been registered to use this function.

Please contact your Medical/Professional Relations Officer if you are interested in having this function available to you.

The Doctor's administrative staff will sign on to the Electronic Records Express website using his/her username and password. Click the link, **Pickup Doctor's Transcription Reports** under the "Consultative Examination (CE) Services" heading.

Electronic Records Express Home—Pickup Doctor's Transcription Reports

The screenshot shows the Electronic Records Express Home page in a Microsoft Internet Explorer browser. The browser's address bar shows the URL: <https://secureval.ssa.gov/apps7/ERE/home.do>. The page has a red header with the text "Electronic Records Express" and "Social Security Online". Below the header, there are navigation links: "Frequently Asked Questions" and "User Instructions". The main content area is divided into several sections:

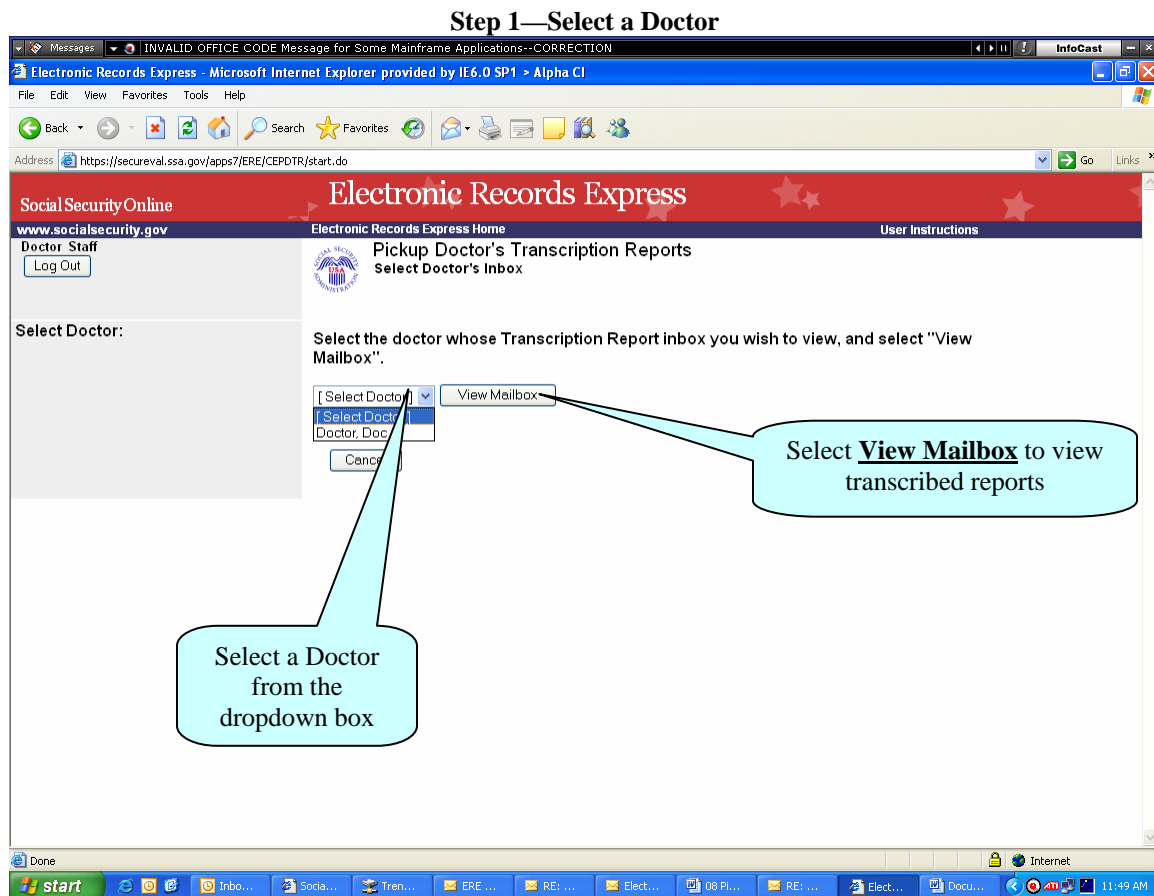
- Evidence Submission Services**: Includes a link for [Send Response for Individual Case](#).
- Consultative Examination (CE) Services**: Includes links for [Pickup Doctor's Transcription Reports](#), [Prepare CE Report for Doctor](#), and [Send CE No Show](#) (with a tooltip that says "Pickup Doctor's Transcription Reports").
- Document Exchange Services**: Includes a link for [Teacher Questionnaire](#).
- Communication Services**: Includes a link for [Send E-Mail](#).

On the left side of the page, there is a "Log Out" button and a section titled "From here you can also:" with links for [Modify your account information](#) and [Change your password](#). A green arrow points from the left margin to the [Pickup Doctor's Transcription Reports](#) link. On the right side, there is a "Bulletin Board" section with the text "Updated 01/08/2008" and links for [What's New?](#) and [Email for more information](#), along with a toll-free number: 1-866-691-3061.

Instructions for Pickup Doctor's Transcription Reports

Step 1—Select a Doctor

- Select a Doctor from the dropdown box. *Only CE Doctor's associated with this account will display in the drop down list.*
- Select the “View Mailbox” button.
- If you do not wish to continue with the transaction and you want to return to the homepage, select the “Cancel” button.



Step 2—View Inbox

- To view the Doctor's inbox, click on “**Inbox**” under the “View Folders:” heading.

Step 3—View and Open File

- To view a file, click on the file name you wish to select under the “File Name” heading or the Open Document icon. Depending on your browser setting, you might be prompted to either open or save the file.
- Open or save, as necessary

- Select “**Prepare CE Report**” and refer to instructions on page 44, “Instructions for **Prepare CE Report for Doctor**”

Step2—View Inbox and Step 3—View and Open File

The screenshot shows the Electronic Records Express (ERE) web application in a Microsoft Internet Explorer browser. The browser's address bar shows the URL: <https://secureval.ssa.gov/ere/>. The page title is "Electronic Records Express". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content includes a "Social Security Online" header with the URL www.socialsecurity.gov and a "Doctor Staff" section with a "Log Out" button. A "View Folders:" section on the left lists "Inbox (1)" and "Trash (0)". A "Select Another Doctor's Mailbox" section includes a link for "Prepare CE Report". The main content area is titled "Electronic Records Express Home" and "Pickup Doctor's Transcription Reports" with a sub-header "Inbox Folder - Doctor, Doc". It contains a message: "Files will be retained for 45 days from the date of receipt. All files older than 45 days are automatically deleted regardless of whether they have been downloaded or read." Below this is a table with columns "File Name" and "Date and Time". A single file is listed: "DDS Info.doc" with a date of "01/04/2008 11:13". Below the table, it says "Items 1 - 1 of 1" and "Items per page: 5 10 25 50 100 All". A button labeled "Send Checked Item(s) to Trash" is at the bottom of the list. Three callout boxes provide instructions: 1. "Select Inbox to view the Doctors Inbox" points to the "Inbox (1)" link. 2. "Select Prepare CE Report to begin preparing the report for the Doctor" points to the "Prepare CE Report" link. 3. "You can select how many items to view at a time and you can easily scroll through subsequent pages if many files are stored in your Inbox." points to the "Items per page" dropdown menu. A fourth callout box explains the 45-day retention policy and the process of deleting files to the Trash.

Select Inbox to view the Doctors Inbox

Select Prepare CE Report to begin preparing the report for the Doctor

You can select how many items to view at a time and you can easily scroll through subsequent pages if many files are stored in your Inbox.

Files older than 45 days are automatically deleted from the Inbox, regardless of whether they are downloaded or read. To delete a file, you must send it to the Trash folder and then delete it from there. Files that are in the Trash folder can be restored to the Inbox folder.

Instructions to Move File To Trash

Step 1—Move File to Trash

From the Doctor’s Transcription Report Mailbox:

- Check the box(es) next to the File Name of the file(s) you want to add to Trash.
- Select “**Send Checked Item(s) to Trash**”.

Step 2—View Items in Trash

- Select “**Trash**” under the “View Folders” heading.

Step 3—View and Open File

- Continue from Step 3 above, **Prepare Transcription Report for Doctor**

Step 1—Move File to Trash

The screenshot shows the 'Electronic Records Express' web application in a Microsoft Internet Explorer browser. The browser's address bar shows 'www.socialsecurity.gov'. The application header includes 'Electronic Records Express Home' and 'User Instructions'. The main content area is titled 'Pickup Doctor's Transcription Reports' and 'Inbox Folder - Doctor, Doc'. It displays a list of files with columns for 'File Name' and 'Date and Time'. A file named 'DDS Info.doc' is selected, indicated by a checkmark in the first column. Below the file list, there is a button labeled 'Send Checked Item(s) to Trash'. A callout bubble points to the checkbox next to 'DDS Info.doc' with the text: 'Check the box next to the **File Name** of the file you want to move to **Trash**.' Another callout bubble points to the 'Send Checked Item(s) to Trash' button with the text: 'Select **Send Checked Item(s) to Trash**'. A third callout bubble, located in the bottom left, contains the text: 'Files older than 45 days are automatically deleted from the Inbox, regardless of whether they are downloaded or read. To delete a file, you must send it to the Trash folder and then delete it from there. Files that are in the Trash folder can be restored to the Inbox folder.'

Access Keys:

This application contains access keys to improve navigation and provide information. You will find a list of these keys in the table below:

Button	Access Key
Add Another File	2 – 8 (number corresponds to the file to be added)
Cancel	n
Continue	c
Edit	w
Home	m
Prior	p
Send Another Report	r
Send Another Response	r
Submit	b
Try Again	g

Other keyboard commands, hotkeys or access keys will vary based upon the browser and the version of the browser that you are using. A list of these commands can be found in the Help section of your browser. The Help feature can be located on the Menu bar of your browser or by using the F1 function key on the keyboard. Any assistive devices that you may be using will also have a list of these shortcut keys in their Help section.

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